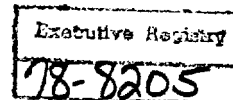




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Herbert E. Hetu
Assistant for Public Affairs

1-26-78

Admiral *[Signature]*

Here is Director's
Notes # 20 for your
approval —

We are preparing a
separate issue *on Attack*
Executive Order which will
include President's statements.



STATINTL

A LOOK AT 1978

I belatedly send each of you my best wishes for a Happy New Year, along with my conviction that 1978 is going to be a good year for intelligence and for the Agency. There are lots of reasons for this optimism, the most important being the developments of 1977. We have, in effect, completed the reorganization of the Intelligence Community, which I believe strengthens the role of the Agency within the Community. We have gone through the shakedown period of the new Administration, and there the interest in our intelligence product at all levels of government remains very high. If we are under any pressure within the Executive Branch, it is to produce more intelligence on more subjects in more geographical areas. It is fair to say that the unique types of intelligence collected and analyzed by the CIA are of special interest to the Executive Branch.

We can also be encouraged by the reactions in the Congress. Our relations with both the Senate Select Committee and its new counterpart in the House are very good. The committees are increasingly supportive of our activities. In addition, after my travels throughout the country, it is apparent to me that we have the firm support of the broad spectrum of the American populace.

By mid-February we will have made the personnel changes that will complete the top management teams for the Agency and the Intelligence Community. Our DDCI-designate, Ambassador Frank Carlucci, is here with us at Headquarters and has completed his

confirmation hearings. He is returning to his post in Portugal to await action by the full Senate. When the Ambassador becomes DDCI, Jack Blake will return to his familiar position as the Deputy Director for Administration. I am very grateful to Jack for the superb job he has done over these past six months.

STATINTL John McMahon has already stepped into his new position as DDO. On 1 February, [REDACTED] now with the Congressional Budget Office, will become the Deputy to the DCI for Resource Management (the old IC Staff Deputy). Along with Jack Blake they will join [REDACTED] and Les Dirks STATINTL at DDS&T, as the senior management team for the DCI.

I am sorry to report that Legislative Counsel George Cary has opted to ^{LEAVE US} retire on 1 February. He has led the office for Congressional liaison through difficult and challenging times, and has done it superbly. We will all miss him but know that he greatly deserves a rest from these busy labors.

Congress reconvened on 19 January. We already have a full briefing schedule: annual briefings on the world situation, budget hearings, and numerous requests for special briefings. One of our goals in 1978 will be to continue the high degree of support to the Congress that we achieved in 1977.

The new Executive Order for the Intelligence Community was signed by the President on 24 January. I will comment on it in the next edition of my Notes.

EXTERNAL EMPLOYMENT ASSISTANCE

The Retirement Counseling and Employment Assistance Branch (RCEAB) of the Office of Personnel is helping to find jobs outside CIA for employees who are affected by the reduction in the Operations Directorate. This effort is in addition to helping those interested in being reassigned within the Agency as described below. RCEAB cannot guarantee jobs or directly place clients in positions outside the Agency. There are many ways however, in which it can help these employees find jobs.

A total of ⁶⁸~~61~~ such employees have requested assistance by RCEAB. Many of them have had one or more interviews with outside firms, one employee has already found a job, and several others have had tentative offers.

The RCEAB counselors have aided these employees in examining their interests, inventorying their qualifications, and defining their employment goals. Vocational and aptitude testing and counseling have been arranged. Guidance has been given in the preparation and production of resumes.

RCEAB currently is in touch with more than 100 companies and is developing new sources and job leads almost daily. A number of firms have read or heard about the personnel reductions and have called to offer positions which they believe may be suitable for those affected. RCEAB also is in contact with 10 private employment agencies or executive search firms which operate on a "no fee to

officials in DOD, NSA, DIA, and INR as a followup to my request for their assistance in placing these DDO employees. RCEAB is confident that, in the course of time, it will be able to assist many of those affected in finding suitable employment elsewhere.

INTERNAL PLACEMENT PROCEDURES

Assistance in locating assignments elsewhere in the Agency for personnel affected by the reduction in the Directorate of Operations is provided by the Professional Placement Branch of the Office of Personnel. Each placement officer has information concerning the staffing needs of all Agency components and descriptions of the qualifications required.

A placement officer first reviews the file of each such employee and becomes thoroughly familiar with his or her background, education, experience, performance, and strengths and weaknesses. The officer then arranges a personal meeting with the employee to gain additional information about skills which might not be evident in the file, to get the employee's ideas about assignment possibilities and interests, and to describe the reassignment search process. At this meeting the placement officer also ascertains the employee's willingness to accept assignments at a lower grade, at locations outside the Headquarters Building, and in part-time, short-term and contract employment.

The Senior Personnel Officer in each Directorate, the E Career Service, and the IC Staff serve as the focal points for reassignment efforts to be conducted within their jurisdictions. Pertinent information from employees' personnel files and the interviews with the placement officers will be provided to assist the components in their review, along with recommendations of the placement officers and employees' preferences regarding assignments. Components which do not accept a nominee are required to explain the reasons for their nonacceptance in responses signed by the Office Head.

One hundred twenty-¹²³~~six~~^{three} employees affected by the reduction in the Operations Directorate have expressed interest in reassignments. Of these, ²²~~18~~ have received new assignments and ^{some}~~eight~~ others are of current interest to various components. All other cases are in the process of referral.

We continue to be optimistic that positions will be found for others within the Agency.

FEBRUARY IS BLACK HISTORY MONTH

I want to take this opportunity to ^{affirm my} state strongly my interest in and support for the Agency's activities commemorating Black History Month. Details of these activities are the subject of an Employee Bulletin, which I'm sure you all have seen. The Honorable Andrew Young, ^{US Ambassador to the UN,} will be our guest speaker in the auditorium at 1145 hours on 13 February. The Woodson High School male chorus will participate in the program. In addition, a cultural exhibit entitled "Blacks in the Westward Movement" will be on display in the Exhibit Hall, 1-D Corridor, during February.

I welcome this opportunity for the Agency to recognize and pay tribute to one of the many diverse groups of people ^{who} ~~that~~ helped settle this land and contributed to America's growth and development. I hope everyone has an opportunity to see the exhibit and that as many as possible have the honor of hearing Ambassador Young and the Woodson chorus.

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